

Minutes

Steering Committee Meeting

Tuesday, October 19, 2004

1:30- 2:45

33 Hazen Drive, 1st Floor Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Monthly Meeting

Facilitator:

Dennis Roffman

Note taker:

Brian Smith

Attendees:

Brian Smith – OIT

Kelly Michael – DMV

Brian Lumbert – OIT

Dennis Roffman – OIT

Peter Croteau – OIT

Glenn Ott – BearingPoint

Dave Czelusniak – BearingPoint

Mary Kurkjian – BearingPoint

Tony Schaffer – City of Manchester

Kirsten Hale – DMV

Joan Porter – City of Manchester

Priscilla Vaughan – DMV

Linda Farrell – DOS

Chuck Degrace - OIT

Agenda Topics

I. MAAP Amendment

Chuck

- The contract with OIT and BearingPoint is going forward for approval (draft out this afternoon) for the November 10th G&C Meeting.

II. MAAP Weekly Management Status Report

Dennis

- MAAP Summary Project Plan was reviewed.
- UAT Testing Metrics were discussed.
- Defect Trends table and graph were reviewed.
- Technical Agreement and Network Diagram status were reviewed.

III. Major Core Activities

Dave/Glenn

- Performance testing schedule is ongoing through December, 2004. Major performance issues have been resolved in regards to system infrastructure. Now able to focus on application tuning.
- Preparing for Train the Trainer on November 8-12, 2004.

IV. Business Activities

Kelly

- UAT Progress and User Training Preparation: No comments at this time.

V. Implementation Activities

Brian

- DOS machines and MA machines are updated and ready for rollout in Nov./Dec. 2004 timeframe.
- Additional training room preparation is in progress for January, 2005 .
- The Data Extract/Load process has been reduced to 32 hours and has met the objectives.
- The Fallback Contingency plan is being defined to roll back to IDMS if MAAP does not perform as expected upon implementation.

VI. OIT Activities

Jim

- Concord is testing their XML Interface and so far things are going well ,as they have been able to execute transactions using there XML Client.

- 56K Performance Tests are to be executed against MAAP GUI and XML Interface.

VII. Annual Clerks Conference

Peter/Dennis

- The Annual Clerks Conference that took place October 13-15th and was well received. Our customers were excited about MAAP.

Next Meeting: [1st FI Conf Rm [November 16, 2004 [1:30pm]